

MUNICIPAL FEES BYLAW

BYLAW NO. _____

THE RURAL MUNICIPALITY OF LEASK NO. 464

A BYLAW TO ESTABLISH FEES FOR PLANNING AND DEVELOPMENT SERVICES

The Council of The Rural Municipality of Leask No. 464, in the Province of Saskatchewan, enacts as follows:

1. Pursuant to this Municipal Fees Bylaw the fees for the following planning and development services shall apply:

Development Permit	
Permitted Uses/Temporary Uses	\$100
Discretionary Uses	\$200
Minor Variance	\$200
Appeal	(Maximum) \$300

Amendment	
OCP/ZB Text Amendment	\$430
Map Amendments	\$430

Copy of Planning Documents	
Zoning Bylaw	\$10
Official Community Plan	\$10

2. In addition to the above noted fees, the applicant shall be solely responsible for all of the costs associated with the following:
- Satisfying public notification requirements, including the cost of notifying stakeholders and advertising;
 - Engagement of the necessary planning, engineering, legal or other professional expertise necessary to review an application and/or implement Council's decision, including the cost of preparing agreements;
 - The cost per parcel to view land titles for development, amendment, or subdivision as prescribed by the Information Services Corporation; and
 - Registration of an interest on the title of the property proposed for development, amendment, or subdivision as prescribed by the Information Services Corporation.
3. All fees include applicable taxes.
4. The RM of Leask No.464 recognizes that there is an administrative cost for the provision of specific services and that the user of these services should pay towards their cost. Accordingly, fees and charges are to be implemented and collected by way of cash or cheque, prior to delivery/receipt of the service requested unless otherwise agreed upon.
5. Payment of the above fees shall not be presumed to constitute an approval by Council.
6. Issuance of a development permit does not exempt the applicant/developer from any required Building Permit Review and inspection process.
7. That a rationale justifying the fees is attached as Schedule A.

First Reading: _____

Second Reading: _____

Read a Third Time and adopted

This ____ day of _____, 2020.

Reeve

Administrator

(seal)

Schedule A

Fees Calculation

The purpose of this schedule is to provide justification of the costs borne by the RM for the planning application process. The costs associated with administering permits and other associated costs are outlined below.

Items for consideration:

- Hourly staff expenses and estimated time of processing the different types of applications including permitted use, discretionary use, and minor variance applications.
- Timeframe for drafting and reviewing bylaw amendments including maps.
- Costs for advertisements in the local newspaper.
- Other miscellaneous costs such as data from information services corporation, review times, printing materials, mail outs for notices, etc.
- Maximum amount set out in The Planning and Development Act, 2007 for an appeal is \$300. Cost associated with the review and processing of an appeal by staff, council and professional expertise has been identified at a higher cost than the maximum allowed.

	Estimated Time of Review	Hourly Expense	Advertising and Notice Costs	Printing Costs	Total	Explanatory Notes
Permitted or Temporary Use Development Permit Reviews	3 hours	\$32.00	N/A	\$4.00	\$100.00	The staff time required to review a permitted use or temporary use and issue a response is estimated at 3 hours of staff time.
Discretionary Use Development Permit Reviews	3 & 5	\$32.00/20.00	\$10.00	N/A	\$200.00	The time required to review a discretionary use, develop a report, and issue a response is estimated at 3 hours of staff time and 5 hours of Council time to review.
Minor Variance Development Permit Reviews	3 & 5	\$32.00/20.00	\$10.00	N/A	\$200.00	The time required to review a minor variance, develop a report, and issue a response is estimated at 3 hours of staff time and 5 hour of Council time to review.
Bylaw Amendments – Text Amendment	4 & 5	\$32.00/20.00	\$180.00	\$22.00	\$430.00	The time to review and write a report on a text amendment as well as draft a bylaw amendment is estimated at 4 hours of staff time and 5 hour of Council time to review.
Bylaw Amendments - Map Amendments	4 & 5	\$32.00/20.00	\$180.00	\$22.00	\$430.00	The time to review and write a report on a map amendment as well as draft a map amendment is estimated at 4 hours of staff time and 5 hour of Council time to review.

Other Fees:

1. Land Title Document \$10
2. Plan of Subdivision \$5.25
3. Advertisement in local newspaper \$89.25, or as billed by the local newspaper
4. Notice letter \$1.50, includes average cost for stationary, printing and postage per notice letter.
5. Professional expertise may be required in the review of an application. The complexity of the application and identified rate of each professional can result in variable costs. The applicant will be billed the cost borne by the RM on a cost recovery basis. A retainer in the amount of \$500 may be required from the applicant to be applied to professional costs. Terms of an agreement may necessitate that the applicant fund the cost of creating the necessary agreements. The cost is to be paid prior to the agreement being signed.